

Louisiana Believes

CVR User Guide – Roster Verification

Inside this guide...

Roster Verification provides teachers of tested grades and subjects the opportunity to review and verify their student rosters to ensure the accuracy of the information used to calculate Transitional Student Growth Data.

Process Flows

- | | |
|--|---|
| • Getting started with CVR for All Users (Login, Register) | 3 |
| • Access Management for Data Managers (Add teachers, Reset de-activated accounts) | 4 |
| • Roster Verification Management for Data Managers (Add/Remove Classes) | 5 |
| • Roster Verification Processes for Principals (Remove Classes , Review/Approve Student Roster Changes, Verify Data) | 6 |
| • Roster Verification Processes for Teachers (Review/Update/Verify Student Rosters) | 7 |
| • Reporting on Verification Status for Principals and Districts | 8 |

System Features

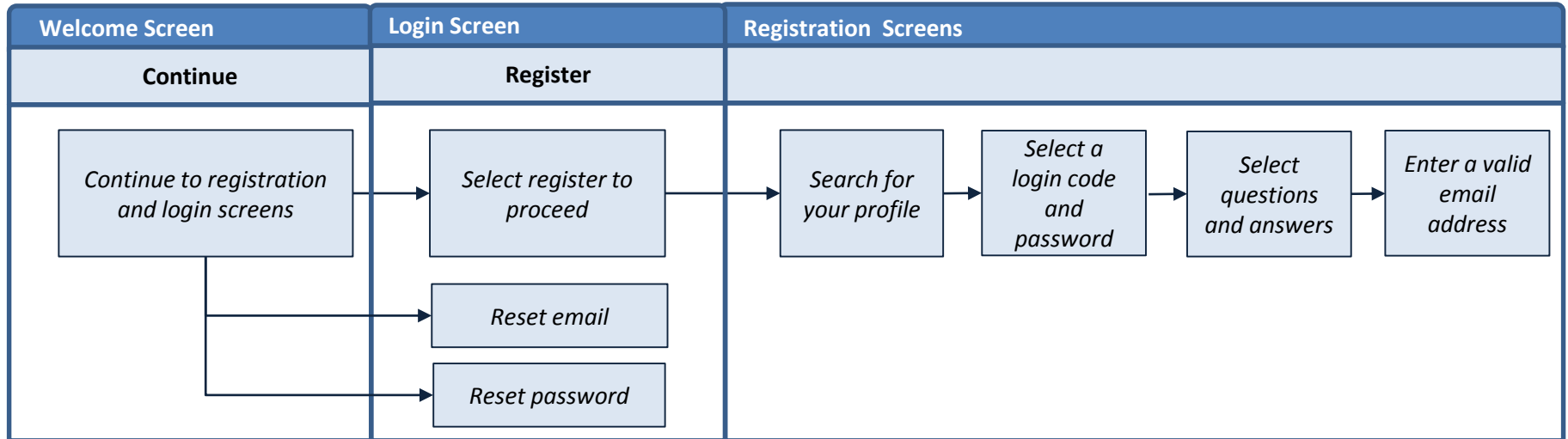
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|----------------------------------|----|
| • Login/Registration Screen | 9 |
| • Registration Process Screens | 10 |
| • Access Management Screen | 11 |
| • Class List Screen | 12 |
| • Student List Screen | 13 |
| • Student Roster Changes | 14 |
| • Verification Screen | 15 |
| • Verified Data Screen | 16 |
| • Verification Completion Report | 17 |
| • Verification Summary Report | 18 |

FAQs

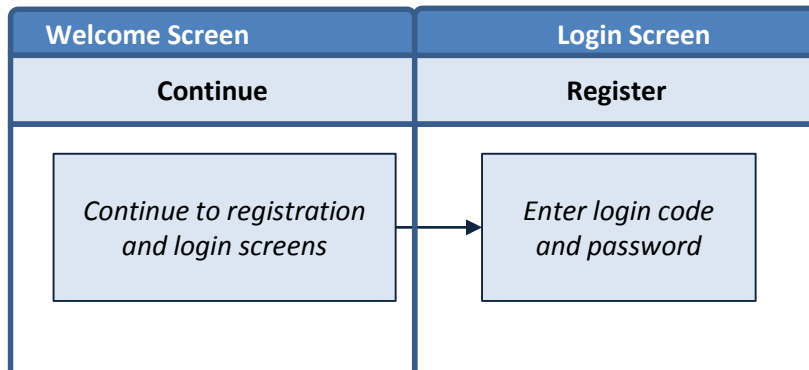
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| • What to Know, Additional Resources, Where To Go For Help | 19 |
|--|----|

Getting Started in CVR

Register/Reset Email or Password *All Users*

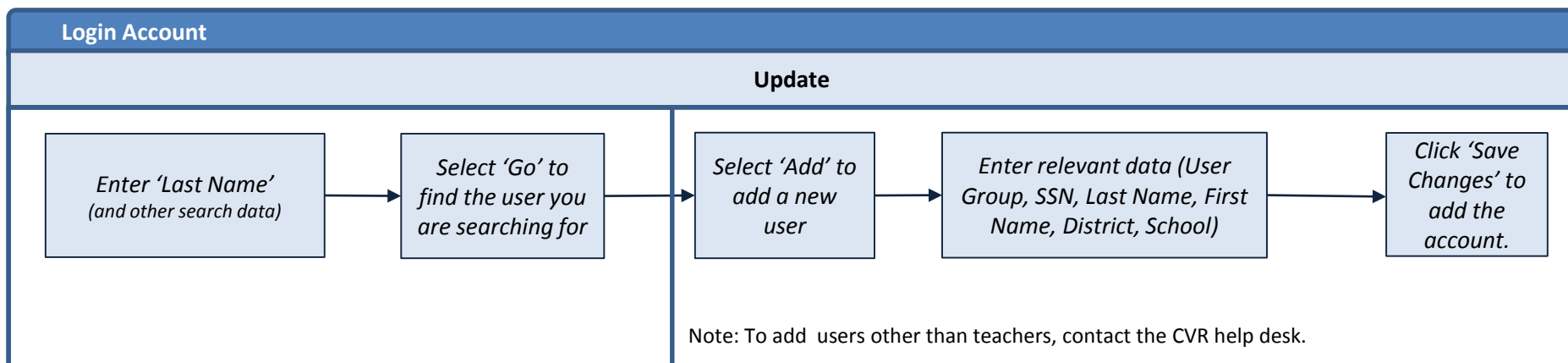


Login to CVR *All Users*

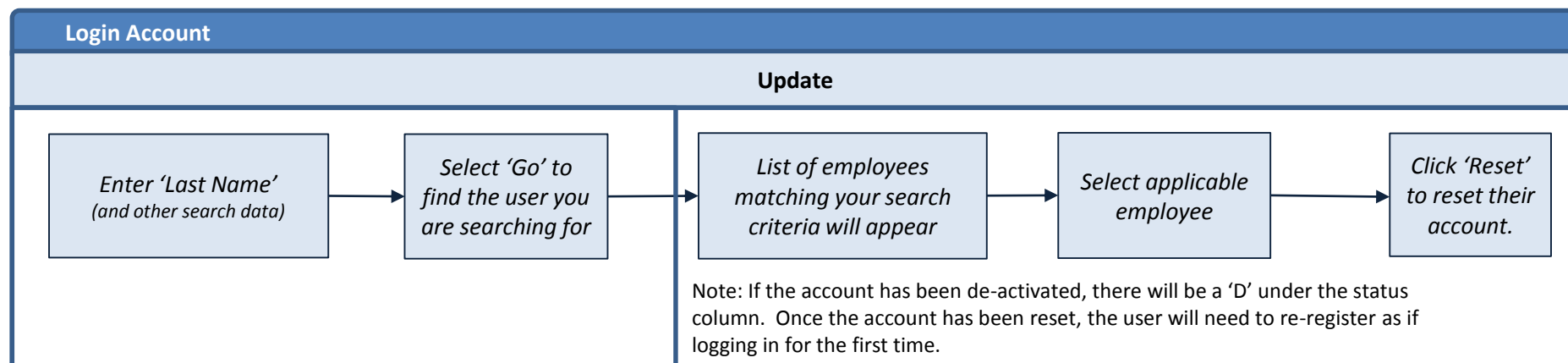


Access Management (Data Managers)

Adding Teachers Data Manager

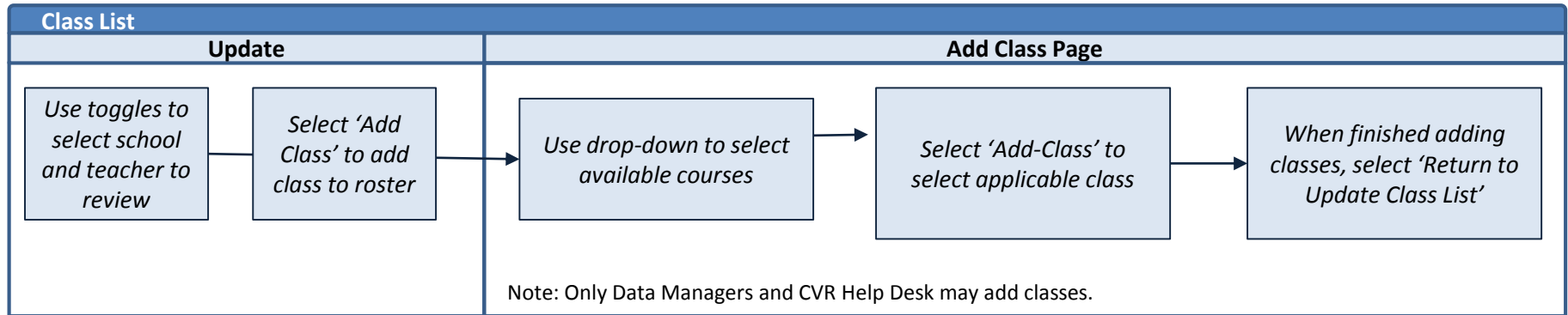


Resetting De-activated accounts Data Manager

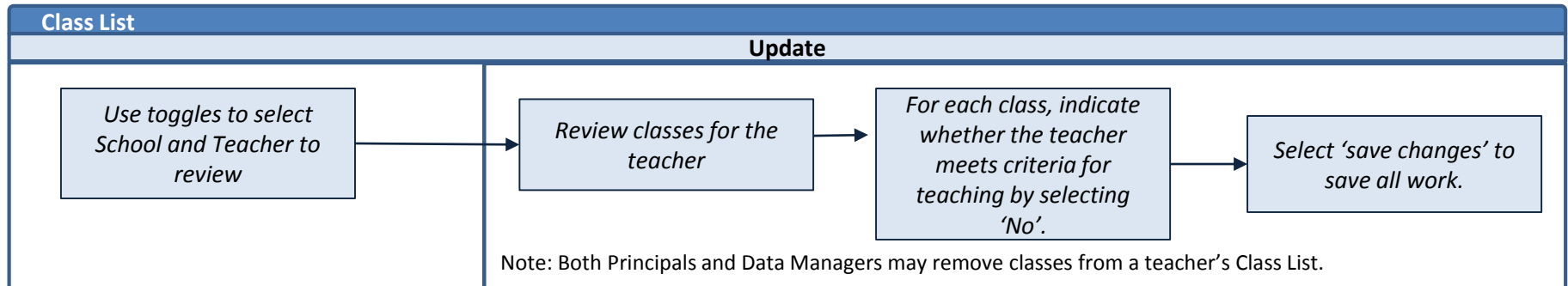


Roster Verification Management (Data Manager)

Add Classes *Data Manager*

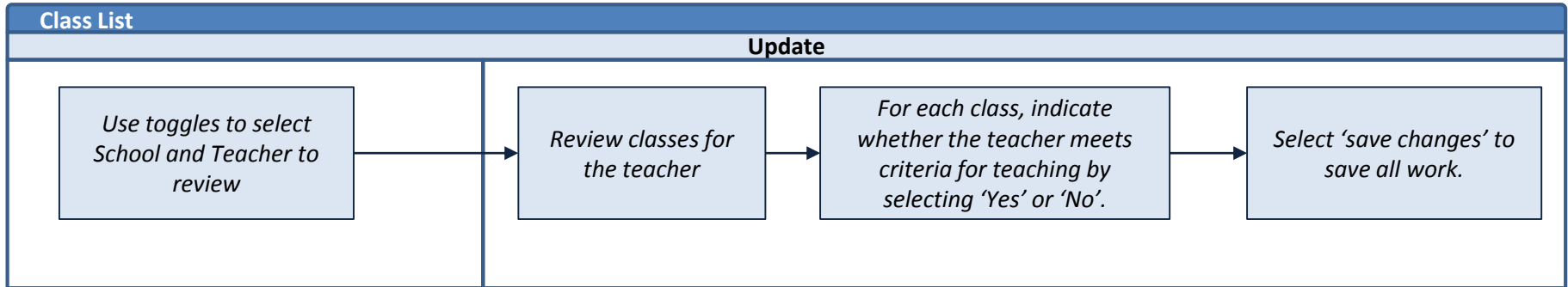


Remove Classes *Principal, Data Manager*

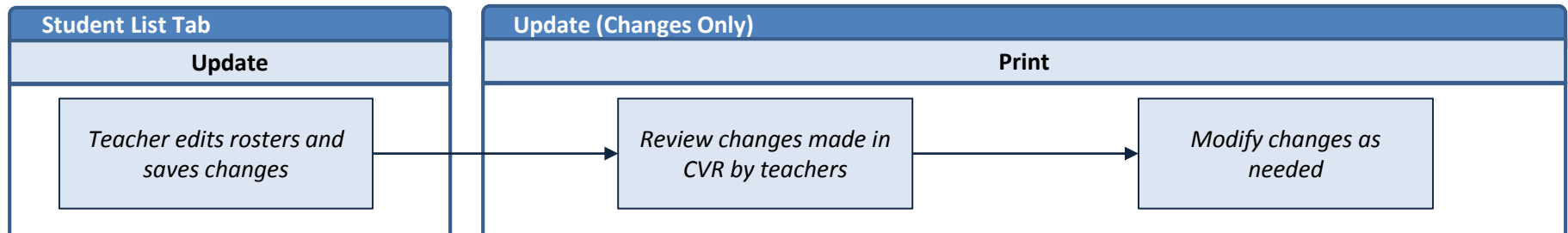


Roster Verification Processes (Principal)

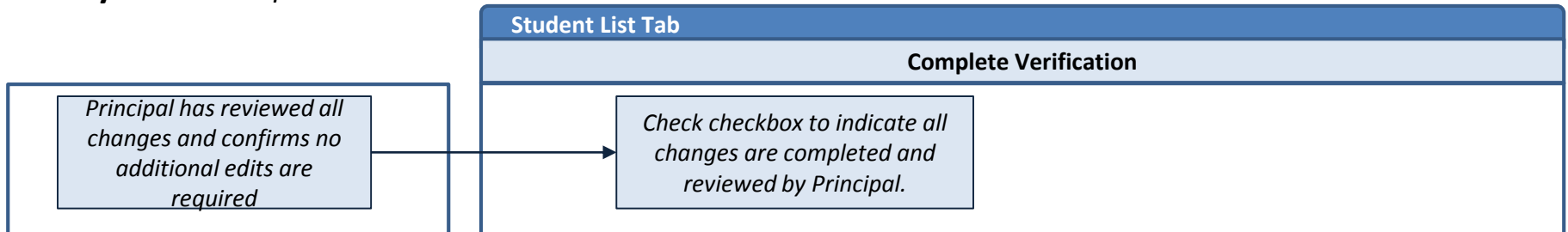
Review/Update Class Lists *Principal, Data Manager*



Review/Approve Student Roster Changes *Principal*

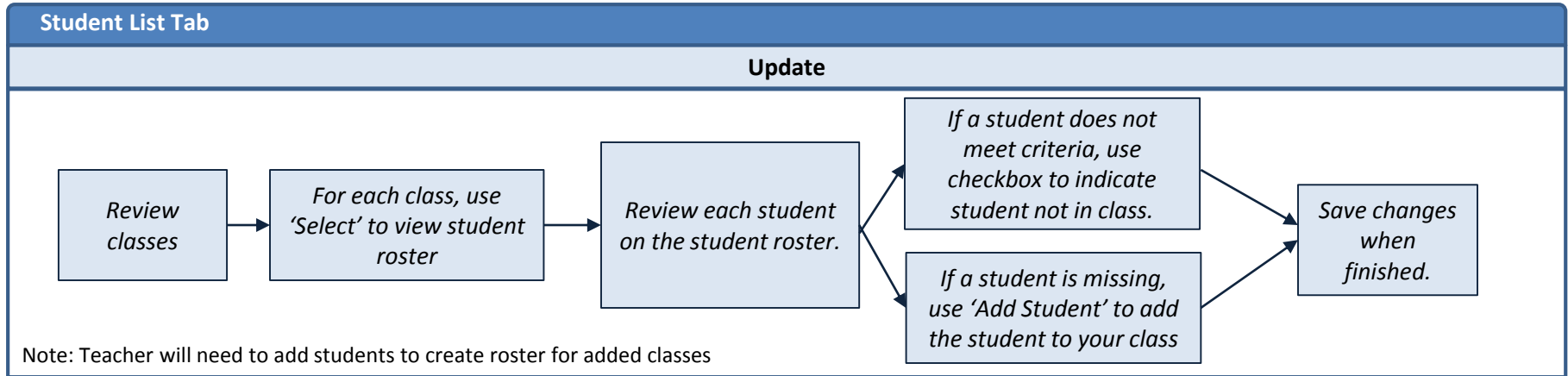


Verify Data *Principal*

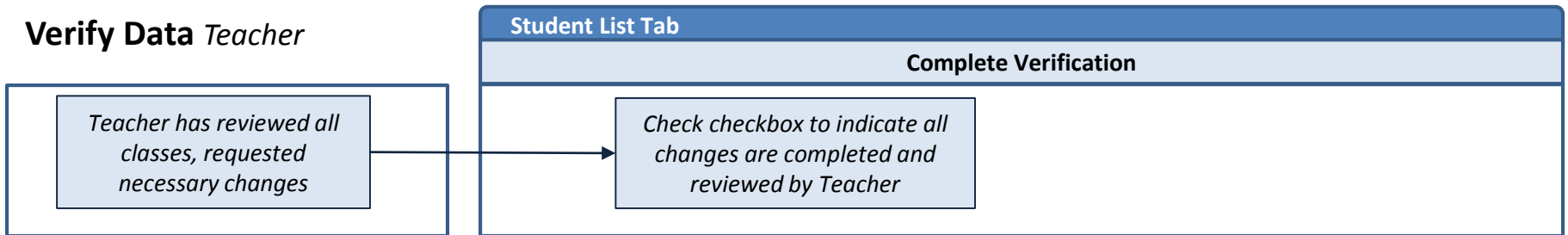


Roster Verification Processes (Teacher)

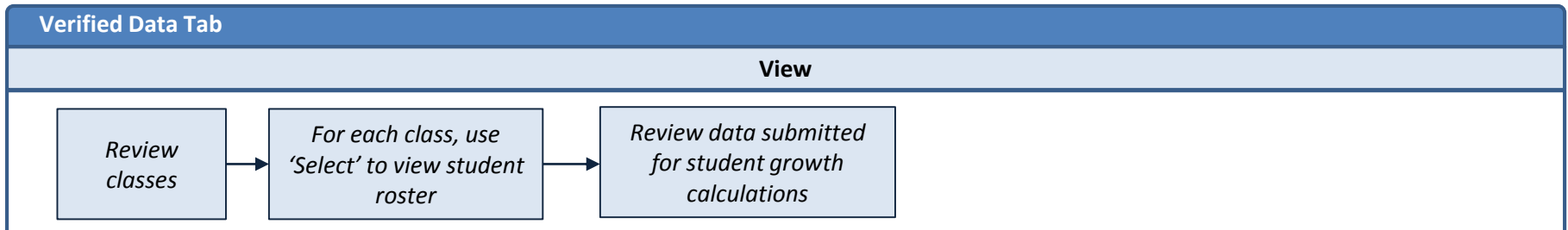
Add/Remove Students; Request Student Roster Changes *Teacher*



Verify Data *Teacher*

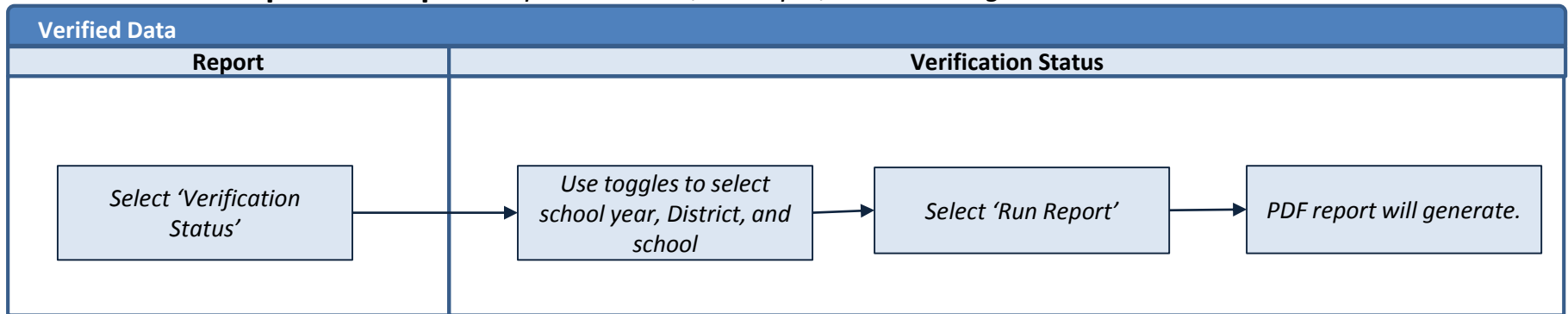


Review Verified Data *Teacher*

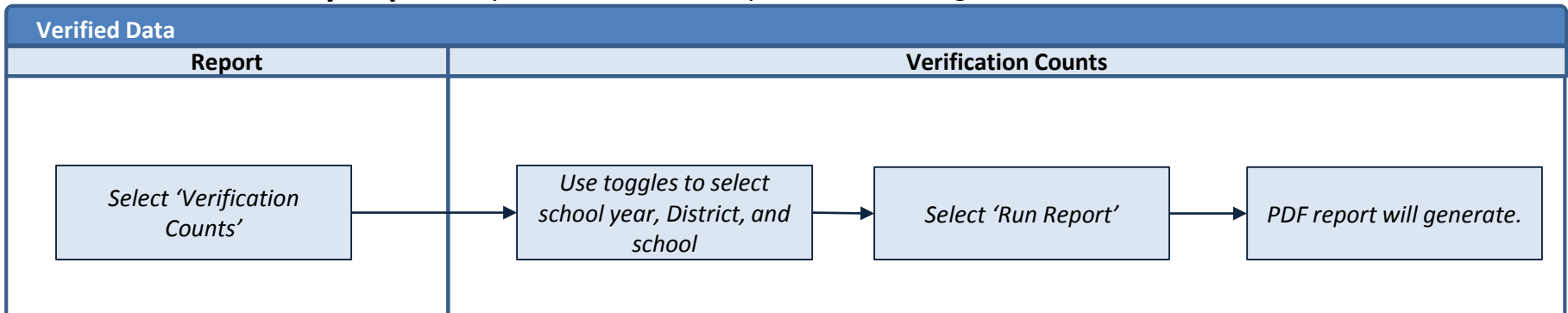


Roster Verification Processes (Principal/District)

Verification Completion Report *Superintendent, Principal, Data Manager*



Verification Summary Report *Superintendent, Principal, Data Manager*



Login/Registration Screen

To register for the first time,
click “Register”

- Although you may use the same Login Code to register, you will need to register separately in CIS and CVR.

Once registered, enter your
‘Personal Login Code’ and
password to enter the site.

Login here if you have previously registered.

Personal Login Code:

[I forgot my Code](#)

Password:

[I forgot my Password](#)

☐ [Change Password](#)

☐ [Change Email Address](#)

You must register before using this web site for the first time.

Registration Screens

Please select your School District and choose EITHER section 1 or section 2.
... Then enter your Social Security Number and Name as indicated, and click 'Submit'.

1

Your School District:

SECTION 1

Social Security Number: (LAST 4 SSN Digits only)

First Name:

Last Name:

or

SECTION 2

Social Security Number: (ALL 9 SSN Digits)

First Name:

1 To locate your CVR profile, enter the social security number your district has on file

Before you can register your account, your district must add you to CIS

2 Select a login code (this is the username you will use to log in to CVR)

3 Select a password

4 Select security questions (these will enable you to retrieve your password, if lost)

5 Enter a valid email address

2 Welcome LEASTAFF3 STAGING!

If you are not LEASTAFF3 STAGING, please click below...

Otherwise, enter a Personal Login Code of your choice, Re-enter it exactly the same way again, and click 'Submit'. You will be asked for this exact Personal Login Code in the future if you log into the HCS system again.

Personal Login Code:

Re-enter:

3 Please enter a Password of your choice then Re-enter it exactly the same way.

Passwords are case sensitive.

Password:

Re-enter:

4 Please choose two questions and enter the answer to each question. These will be used in case you forget your password.

Question 1:

Answer:

Question 2:

Answer:

5 Please enter your Email Address.

Your Email Address will only be used to notify you of any change to your account.

Email Address:

Re-enter:

☐ I do not have an Email Address

Access Management Screen

Update

Statewide Statistics

11,316 : Active Accounts	4,409 : Active, not accessed past year	13 : LDE Admin	38,493 : Successful logins
139 : De-activated Accounts	43 : De-activated, not accessed past year	187 : LEA Data Mgt	12,950 : Unsuccessful logins
12,755 : Unused Accounts	21,297 : Teachers	93 : LEA Supt	2 : Unsuccessful Registration Attempts Today
24,210 : Total Accounts	2,620 : Principals		

Selection Criteria for Account List

Last Name: First: SSN: Login Code: Status: User Group:

Go Last Successful Login Date: Successful Login Count: Unsucc. Login Cnt.:

Account List

Last Name	First Name	LEA	SSN	User Group	Last Login	# Logins	Unsucc. Attempts	Status A=Active; D=De-activated	
BOUREAUX				OVR_TEACHERS	4/20/2010 2:35:31 PM	1		A	Reset
BOUREAUX				OVR_TEACHERS					
BOUREAUX				OVR_TEACHERS	5/6/2011 1:49:04 PM	8	2	A	Reset
BOUREAUX				OVR_TEACHERS					

1 2 3 4 5 6 7 8 9 10 ...

Add Delete

1

Re-setting existing accounts

- To re-activate existing accounts, first search for the profile, and then select "Reset"

2

Adding new teachers

- To add a new account, first select "go" and then "add".
- Enter information for new teacher.

2

Add New Account

User Group: Select One

Beginning School Year: 2012 Processing Period: 4

Social Security Number: Last Name: First: Middle:

School District: Select one

Save Changes Cancel

Class List Screen

CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart | Help

Class List | Student List | Verified Data | Teacher Results Report

Update

School Year: 2012-2013

School District: [v]

School: [v]

Teacher: [v] **1**

INSTRUCTIONS
 Use the drop-down list to select a teacher.
 Review the classes for this teacher and indicate whether the teacher meets the criteria for "teacher taught class."
 When finished reviewing, save changes.

Hover over the column headers below for further direction.

Class List for Teacher. **2**

Did Teacher Teach Class?	Class	Course	Course Name	VAM Code	Teacher Name
<input checked="" type="radio"/> Yes <input type="radio"/> No	001171	180308	MATHEMATICS; 6TH GRADE DEPT.	MATH	ARABIE, CLAIRE W
<input checked="" type="radio"/> Yes <input type="radio"/> No	001513	180308	MATHEMATICS; 6TH GRADE DEPT.	MATH	ARABIE, CLAIRE W
<input type="radio"/> Yes <input checked="" type="radio"/> No	001110	120311	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	ENGL	ARABIE, CLAIRE W
<input type="radio"/> Yes <input checked="" type="radio"/> No	001112	120311	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	ENGL	ARABIE, CLAIRE W
<input type="radio"/> Yes <input checked="" type="radio"/> No	001113	120311	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	ENGL	ARABIE, CLAIRE W

3 **4** **5**

Add Class

Save Changes

1

Select teacher

2

Review classes

Both Principals and Data Managers may review classes.

3

Indicate whether teacher meets criteria for teaching the class

Criteria for a teacher teaching a class:

- Teacher was primary educator from 10/1/13 – 3/21/14.
- Teacher missed fewer than 60 days of teaching for the academic year.
- Teacher missed fewer than 60 days of teaching for the academic year.

4

Save changes

5

Add a class

If a class is not available, it may be added by a Data Manager only.

School Year: 2012-2013

School District: Pelican Parish

School: Egret Elementary

Course: MATHEMATICS; 7TH AND 8TH GRADES DEPT.

You are in ADD CLASS mode for Teacher

Class List From Curriculum

Return To Update Class List

	Class Code	Class Begin Date	Class End Date	Course Type
Add-Class	6817	8/6/2010	5/20/2011	RG
Add-Class	6827	8/6/2010	5/20/2011	RG
Add-Class	6857	8/6/2010	5/20/2011	RG
Add-Class	6867	8/6/2010	5/20/2011	RG
Add-Class	6877	8/6/2010	5/20/2011	RG

Student List Screen

1

Select Class

If a class is missing, contact your Principal and/or Data Manager.

2

Use 'select' button to select and review student roster

3

Remove students from class if they do not meet criteria

Criteria for including a student in the class:

- Student was in class (continuously) from 10/1/13 – 3/21/14 (for a full year class).
- Student was in class (continuously) between start of class - 3/21/14 (if a term class).
- Student was not absent 20 or more consecutive days.

4

Add students to class

If a student meets criteria, but is missing from roster, add the student to the class.

5

Save changes and continue to next class

When all roster changes are made, verify that roster verification has been completed.

Student List

Update Update (Changes Only)

School Year: 2012-2013
 School District: Pelican Parish
 School: Mallard Middle Math and Science
 Teacher: Charlie Chickadee

Class List

Select	Class Code	Course	Course Name
Select	015273	120306	ENGLISH; 6TH GRADE DEPT.
Select	015274	120306	ENGLISH; 6TH GRADE DEPT.
Select	015275	120306	ENGLISH; 6TH GRADE DEPT.

27 Students. If you have no changes, 'Select' another Class.
 Any changes will not be saved unless you click 'Save Changes'.

Student List for Class 015273

Name	Sex	Birth Date	Remove From List
Bella Bugatti	F	2/0	<input type="checkbox"/>
Daniel Delorean	M	1/01/2000	<input type="checkbox"/>
Elizabeth Escalade	F	8/10/2001	<input type="checkbox"/>
Jerry Jaguar	M	2/11/1999	<input type="checkbox"/>
Leslie Lamborghini	F	3/04/2000	<input type="checkbox"/>
Matthew Mustang	M	5/01/1999	<input type="checkbox"/>
Tessa Tesla	F	9/02/2000	<input type="checkbox"/>

Print Roster Add Student

Save Changes

Student List

Update Update (Changes Only)

School Year: 2012-2013
 School District: Pelican Parish
 Student Last Name: Adams
 Student First Name:

You are in ADD STUDENT mode for Class 015273 ENGLISH; 6TH GRADE DEPT.

Go!

Student List

	Last Name	First Name	Middle Name	Grade	Sex	Birth Date
Add-Student	ADAMS	AUDOBON		EIGHTH	M	
Add-Student	ADAMS	BERYL		THIRD	F	
Add-Student	ADAMS	COOPER		FIFTH	M	
Add-Student	ADAMS	DIAMOND		NINTH	F	

Return To Update Student List

Enter the student's Last Name and First Name (or partial names, or leave Blank) and Click the 'Go!' button to view the students. Then click 'Add-Student' to add a student to this class. When finished adding students, click 'Return To Update Student List'.

Student List Changes

Student List

Update

Update (Changes Only)

School Year:

2012-2013

School District:

Pelican Parish

School:

Egret Elementary

Check Box Instructions:

Not In Class: Check this box if the student needs to be removed from the roster for any of the appropriate reasons.

1

2

List of Student Changes by Teacher

Student Added	Teacher Name	Class	Course Name	Student Name	Not In Class
	Dianna Dove	024061	SOCIAL STUDIES, ELEMENTARY GRADES	Sharon Shark	<input checked="" type="checkbox"/>
Y	Dianna Dove	024057	LANGUAGE ARTS, ELEMENTARY GRADES	Cathy Carp	<input type="checkbox"/>
Y	Dianna Dove	024058	READING, ELEMENTARY GRADES	Cathy Carp	<input type="checkbox"/>
Y	Dianna Dove	024059	MATHEMATICS, ELEMENTARY GRADES	Cathy Carp	<input type="checkbox"/>
Y	Dianna Dove	024060	SCIENCE, ELEMENTARY GRADES	Cathy Carp	<input type="checkbox"/>
Y	Dianna Dove	024061	SOCIAL STUDIES, ELEMENTARY GRADES	Cathy Carp	<input type="checkbox"/>
	Elliott Eagle	0175	SOCIAL STUDIES, ELEMENTARY GRADES	Fredrick Flounder	<input checked="" type="checkbox"/>
	Elliott Eagle	024012	MATHEMATICS, ELEMENTARY GRADES	Fredrick Flounder	<input checked="" type="checkbox"/>

... 11 12 13 14 15 16 17 18 19 20 ...

Print Changes

1

Review all changes submitted for teachers at your school

2

Reverse changes (if necessary)

Verification

Student List | Verified Data | Teacher Results Report

Update | Complete Verification

1



This is to certify that I have carefully viewed all my class Rosters and updated the student list as needed.

1

When all changes are made,
verify your completion

Verification Completed

Verified Data

Verified Data

View Export Report

School Year: 2012-2013

School District: Pelican Parish

School: Nuthatch Learning Academy

Teacher: Harriett Hummingbird

Class List for 16 Students are enrolled in Class 001027

Class Code	Course	Course Name
Select 001025	220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.
Select 001027	220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.
Select 001028	220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.
Select 001029	220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.
Select 001036	220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.
Select 001037	220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.

Name	Sex	Birth Date	Not In Class
Barry Bear	M	3/02/1998	
Becca Bear	F	3/02/1998	
Corky Coyote	M	8/10/1999	
Diane Dingo	F	7/31/1998	
Hermione Horse	F	9/02/2000	
Isaac Impala	M	12/01/1999	
Jeffrey Jaguar	M	5/06/2000	
Leslie Lion	F	7/04/1999	
Patrice Puma	F	3/27/1999	
Robert Rhino	M	3/14/1999	Y

Print Roster

1

Select class to review roster

2

View students in roster and verified changes

3

Print PDF summary of roster changes

Louisiana Department of Education
Curriculum Verification and Results Reporting
Student Roster By Class Report
As Of School Year 2012-2013

Sponsor:
Site:
Course:
Class:
Teacher:

Page 1 of 2
4/9/2014 1:51:10 PM


Student Name	Gender	Birth Date	Student Not In Class	Student Added
	F	12/17/1998		
	F	6/14/1999		
	M	5/16/1998		
	M	2/19/1998		

Verification Completion Report

Verified Data

View Export Report

Verification Status Verification Counts



Louisiana Department of Education
Curriculum Verification and Results Reporting
Teachers Roster Verification Report

School Year: 2012-2013
School District: Pelican Parish
School: Junco Junior High
Principal: Jane Jayhawk

School	Teacher	Roster Verified	Verification Date	Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters
000000 – Junco Junior High	BOBWHITE, BETTY	Y	4/08/2014	N
000000 – Junco Junior High	CONDOR, KEVIN	N		Y
000000 – Junco Junior High	GROSBEARD, GEORGE	N		N
000000 – Junco Junior High	KILLDEER, KELLY	Y	4/10/2014	N

Number of Teachers Verified: 1
Number of Teachers Not Verified: 16
Number of Teachers Removed: 1
Number of Remaining Teachers Verified: 0
Number of Remaining Teachers Not Verified: 16
Total Number of Teachers: 17

1

Select school year, district, and school

2

Select 'Run Report' to view a PDF summary of verification completion for all Principals and Teachers.

- Teachers who were marked 'Did Not Teach Class' for all classes in applicable course codes are considered 'Removed'.
- Teachers who have no students in any applicable courses are considered 'Removed'.
- Of the Remaining Teachers, 100% should verify rosters.

Verification Summary Report

1

Select school year and district


2

Select 'Run Report' to view a PDF summary of verification for all schools

Class List
Student List
Verified Data
Login Account

View
Report

Verification Status
Verification Counts



Louisiana Department of Education
Curriculum Verification and Results Reporting
Roster Verification Report - Principals and Teachers Count

4/9/2014 2:2

School Year: 2012 - 2013
School District: 001 - Acadia Parish

School	At least one Principal has Verified Rosters?	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers	Total Number of Teachers Removed	Total Number of CVR Teachers	Total Number of CVR Teachers to Log In	Total Number of CVR Teachers to Verify Rosters	Percentage of CVR Teachers to Verify Rosters	Percentage of Rosters Reviewed by Principal
000000 – Junco Junior High	YES	1	16	17	1	16	0	0	0	33.33
000000 – Junco Junior High	NO	0	9	9	1	8	0	0	0	0
000000 – Junco Junior High	NO	0	13	13	0	13	0	0	0	0
000000 – Junco Junior High	NO	0	7	7	3	4	1	0	0	0

- Teachers who were marked 'Did Not Teach Class' for all classes in applicable course codes are considered 'Removed'.
- Teachers who have no students in any applicable courses are considered 'Removed'.
- Of the Remaining Teachers, 100% should verify rosters.

FAQs and Additional Resources

FAQs:

- **Which grades and subjects are included in roster verification?**
Math/ELA Core Courses (3rd – 8th grades); Science/Social Studies Core Courses (4th – 8th grades); Algebra 1 EOC (including 9th grade); Geometry 1 EOC (including 10th grade)
- **I am a current teacher, but the system does not recognize me as an authorized user, why?**
Please check with your District CVR Data Manager to make sure that the first and last name you are using is what was entered in PEP (sometimes a person's first and middle name are entered in together as the person's first name and therefore this is what you would have to use to register with in the CVR).
- **My account says it has been deactivated, what do I do?**
You may contact your local District CVR Data Manager and your account will be reset. Once your account is reset, you will then have to re-register and create a new login and password.
- **There are classes/data missing under the 'Student List' tab for me to verify, why?**
If there is no data, either you do not have any core courses with students OR the verification period is not open. Check to make sure the portal is open for verification on the front page of the CVR. **If the portal is open and you believe you should have data, please contact CVR Help Desk.** If you are either missing an entire class or have a class listed on your roster that you did not teach, you may contact your District CVR Data Manager and the appropriate class(es) will be added or removed.

I am trying to add a student to my roster, but cannot find the student in the 'Add Student' function.

Make sure that the student you are trying to add is coming from the same district. You cannot add students coming from another district. If the student is coming from within the same district and you still can't find him/her, please contact CVR Help Desk. You will not be able to add 11th and 12th grade students.

Why can I not add students to my roster that moved in from another district and why do I not need to add them to my roster?

Students cannot be added from other districts because of confidentiality reasons. Personnel in one district are restricted access to another district's data. If a student moved into your district/classroom during the year and they were not there for the entire course length, the student will not be linked to you for your transitional student growth data.

Additional Resources:

- [Compass End-of-Year FAQ](#)

Where to go for help:

- For questions about Transitional Student Growth Data and CVR, email [CVR Help Desk](#)
- District Compass contact [list](#)
- Data Manager contact [list](#)